

Institutional Ergonomics Committee

March 20, 2000

Meeting Minutes

Committee Attendees: Gary Whitney, ESA-FM-ESH; Ernesto A. Vigil, ESH-5/DX; Ken Huff, PTLA-ESH; Mary Carol Williams, CIC-DO; Fran Talley, PA; Faye Miller, BUS-RM; Mike Brandt, ESH-5; Tina Montoya, LC; Larry Wardlow, ESH-2; Mabel Grey-Vigil X-DO; Carol Smith, BUS-4; Carlos Garcia, E-DO; Lawrence Quintana, APT/TPO; Cathy Schuch, CST-DO; and Patrick Martinez, HR-DO.

Ergonomics Community: Leslie Guthrie-Puckett, ESH-5; Jerilyn Mosso, DX-DO/FM; Cheryl Lucas, MST-OPS; Patty Mahoney, Zone 6 ESH; Anthony R. Garcia, BUS-4;

Announcements

- To decrease amount of time for an order to be completed, Contract Associates is requesting suggestions for stocking popular and properly designed ergonomic equipment.
Send your suggestions to Mary Carol. She will compile them and forward them to Jim Berrigan, CA.
- Contract Associates is also creating a standard for its designers to use to properly set up a computer workstation. Input should be sent to Jim Berrigan, CA.

Meeting Discussion

- A member requested an ergonomic injury/illness report for meetings. It was suggested that a report be created quarterly for the committee.
- Committee needs to talk to Mike Brandt about recommendations for training options at the group level, online, and at the training center. This will be considered as part of the strategic planning session.

- Brainstorming goals for committee at next meeting → Homework for next week is familiarization of committee members with the open action items; Mike Brandt e-mailed the open action items to the Committee members on March 20, 2000.
- The suggested changes to the Charter and Bylaws were discussed with the Committee. The Committee has agreed to adopt the changes in order to move on to other concerns.
- John Fox recommended facilitator for next meeting. Note: John has agreed to facilitate. Mike Brandt will share the open issues information with John to prepare for the meeting.
- If you cannot meet on that date because of LA schools spring break, please send your alternate. Otherwise, you may send comments on prioritized action items to Mike Brandt.
- Guests, such as Contract Associates and other equipment providers, will be invited to attend specific meetings that will involve them directly once the committee has prioritized action items.
- Final agreement that the next meeting will be the discussion of the open action items.
- Next meeting set for April 3.